**Monthly Executive Committee Call**Thursday, October 18, 2018
12:30 PM to 2:00 PM Pacific/3:30 PM to 5:00 PM Eastern
*Conference Call Number 877-336-571828 Access Code 3630643#*

**Meeting Minutes**

1. Roll Call

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|  | **2018-19 NCCSD EXECUTIVE COMMITTEE** |
| **President** | X | Erin Frisch | Michigan |
| **Past President** | X | Craig Burshem | Virginia |
| **Vice President** | X | Jim Fleming | North Dakota  |
| **Treasurer** | X | Liesa Stockdale | Utah |
| **Secretary** | X | Michele Cristello | Massachusetts |
| **Region 1 Representative** | X | Robin Arnell | Vermont |
| **Region 2 Representative** | Excused | Pat Risch | New Jersey |
| **Region 3 Representative** | X | Kevin Guistwite | Maryland |
| **Region 4 Representative** | X | Robert Duck | Tennessee |
| **Region 5 Representative** | X | Cynthia Longest | Indiana |
| **Region 6 Representative** | Excused | Alan McVey | Arkansas |
| **Region 7 Representative** | Excused | Carol Eaton | Iowa |
| **Region 8 Representative** |  | TBD |  |
| **Region 9 Representative** | X | Heather Noble | Arizona |
| **Region 10 Representative** | X | Rob Rinard | Idaho |
| **Policy & Practice Comm.** | X | Eileen Stack | New York |
| **Collaborative Analytics** | Excused | Sharon Redmond | Washington |
| **Website Committee** | Excused | Kate Cooper Richardson | Oregon |

1. Welcome
2. Approval of Minutes: No revisions needed. Minutes approved.

1. President’s Report
	1. Hotel contract for the 2019 Annual Conference was signed. Conference will be on Mackinac Island, Michigan from 9/8/19 through 9/11/19. Employer Symposium and New Director Training will scheduled from 9/11/19-9/12/19 in collaboration with OCSE. Hotel conference rate will be available before and after the meetings. Conference Planning Committee to be put in place after the first of the year.
	2. New Director Training will be coordinated by both IV-D Directors and OCSE. Roles to be determined once content is developed.
	3. OCSE systems meeting planned to be in conjunction with the NCSEA Policy Forum. Target audience is IV-D Directors and their IT directors/staff. OCSE needs feedback from NCCSD regarding potential attendance. Agenda will include lessons learned from other states, Feasibility Studies, guidance on how to navigate the process, acquisition management, available technologies and Federal Systems and Interfaces. OCSE considering ongoing meetings as well.
	4. Committees are being finalized. New Rule and Policy and Rules Committees are being combined into Policy and Practice Committee (Jim Fleming/Eileen Stack). Data Sharing Committee (Cynthia Longest) created. IRS Audit and Recommendation to New Administration committees have completed their work.
	5. Call with OCSE occurred on 10/18/2018. Also meeting with Commissioner Lekan at WICSEC. Commissioner Lekan is interested in discussion around performance measures. Policy and Practice Committee will coordinate director feedback/recommendations to OCSE. Discussion around The Work Number. OCSE’s position is neutral, NCCSD still discussing strategies to ensure obligations around employer verification are met.
	6. Housekeeping Items:
		1. Motion approved to have Jim Fleming as NCCSD VP and Liesa Stockdale as Treasurer.
		2. Motion approved to adopt the new NCCSD logo initiated by the Web Committee and voted on by directors.
		3. Regional representative responsibilities distributed to the group
2. Treasurer’s Report
	1. One page monthly report, one page annual report and final 2018 conference financial report provided after being reviewed and approved by Finance Committee.
	2. Monthly and annual Treasurers reports approved.
	3. End of year balance is $78,287.77.
	4. Treasurer duties being transitioned to Liesa Stockdale from Jim Fleming.
3. Committee Reports
	1. Collaborative Analytics – Sharon Redmond – no report
	2. Finance – Liesa Stockdale; provided Treasurer’s report (see #5 above)
	3. Data Sharing (to be renamed Data Analysis) – Cynthia Longest
		1. New committee based on OCSE/Directors discussion in Norfolk and will include OCSE participation
		2. Need a co-chair and committee members
		3. Cynthia to provide 3 sentences about charge of committee to Erin
	4. Intergovernmental – Carol Eaton (provided written update)
		1. Did not meet in October; scheduled to meet in November
	5. Lump Sum – Craig Burshem (Jim Fleming provided update)
		1. Three subcommittees - Legislation, Communication and Standardization
		2. Working towards a survey and encourage full participation
		3. APA sent letter to Commissioner Lekan regarding the need for two-way communication via the OCSE Child Support Portal for lump sum processing
	6. Mentoring – Jim Fleming
		1. Continuing to work with Newbie group
	7. Policy and Practice – Jim Fleming/Eileen Stack
		1. Policy releases from September 19-October 18 provided by Eileen to Executive Committee
		2. Highlighted joint ACF Information Memorandum emphasizing the importance of meaningful father engagement, highlighting research findings and identifying promising practices.
		3. Work Number – service some states are getting free will be discontinued at the end of the year; need to get to a unified position
		4. PIQ-18-02 – OCSE and NCCSD continue discussion around PIQ and the guidance around garnishing concurrent SSI/SSDI
		5. Reporting of paternity only limited services cases and its impact on the OCSE157 sent to this committee to review and recommend feedback to OCSE
	8. Public Relations – Erin Frisch
		1. Erin and Dianne Potts co-chairing joint committee with OCSE and NCSEA.
		2. Focus on creating media guide to define program, keys terms in easily understood, accurate and positive language.
		3. Determining how to engage with digital marketing grantees.
	9. System Modernization – Erin Frisch
		1. Focused on agenda and content for meeting with OCSE at Policy Forum.
		2. Discussed proposed invite letter to host vendor calls re: technology topics as well as director interest in attending calls
		3. No objections to letter coming from Executive Committee, committee with finalize letter and send out
		4. Discussion around membership for new committee year
	10. Website – Kate Richardson – no update
4. Unfinished Business - None
5. New Business
	1. Review of NCCSD Website updates – Kate will attend November meeting to walk through updates and encourage more effective use
	2. Honorarium – Jim
		1. Motion approved for an honorarium for past president of $125 (or higher based on previous committee decisions) \*\*Followup from Jim post meeting, $125 is consistent with previous years)
	3. Proposal for accountant for complete annual report – Jim
		1. Motion approved up to $2,600 for Leo Maretti to return as NCCSD’s accountant to conduct the annual review and file tax return.
	4. IRS Committee – Eileen
		1. First IV-D specific IRS call held but was too high level.
		2. Pat/Eileen recommend to OCSE that instead of an additional call, use current safeguarding call. Must be better marketed to Directors.

Meeting Adjourned.